

## Seasonal Employment Agreement

1. General. As a seasonal employee, you are subject to periodic release and recall as a condition of employment. At a minimum, you can expect to work 6 months. At a maximum, you can expect to work 11.5 months. Work as a seasonal employee is dictated by the mission and budget. From time to time, you may also have the opportunity to work outside of the defined season. This additional work is not guaranteed. It depends on the available workload and the availability of funds to pay civilian salaries and other factors associated with your activity's mission.
2. Placement in Non Pay Status. At the end of your defined season of work, you will be released to non-pay status until such time as you are recalled for the next season. You will not normally receive anything but a verbal reminder before you are released to a non-pay status. The season, however, will be defined as closely as practicable. You will be provided a five day advanced notice in writing of changes to the work season. You will not normally receive anything but a verbal reminder before being released to a non-pay status at the end of your work season. Your release to a non-pay status is not a furlough as defined by U.S.C. 7511.
3. Recall Procedure. Your supervisor will call you at least five days before the work season begins to recall you (when you left the previous season, you should already know approximately when this date will be). Management is not required to send out any written notifications for recalls. It is your responsibility to ensure management has an up to date phone number. The basis on which release and recall procedures will be effected, include, but are not limited to, mission requirements (what and how work is done and when), customer support (i.e. service hours, etc.), veteran's preference, seniority as well as the availability of workload and funds for civilian salaries. If you do not respond within the specified time period after personal notification, we reserve the right to cancel your recall offer and move to the next person on the list. You must respond telephonically or in person to your supervisor or to the Office of the Director, Directorate of Plans, Training, Mobilization, and Security.
4. Benefits. The benefits to which you are entitled while in a non-pay status may be health and life insurance provided you continue to pay the employee portion of the premiums. You will receive a full year's credit for leave and retirement computation purposes.
5. I, the undersigned, freely accept the above statements, policies and procedures. My signature below is my acknowledgment and acceptance of the conditions of employment for my seasonal position.

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Employee's Signature

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Date